



## Foreign Affairs Manual

### 5 FAM—Information Management

Transmittal Letter: IM-22

Date: April 15, 1997

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#### SUBCHAPTERS 410, 420, AND CHAPTER 700

##### MAJOR CHANGES:

1. This update is formatted in the Windows CD-ROM format. Updates will no longer be published, but will appear on the CD-ROM.
2. Section 414 eliminates the requirement for post submission of the Biennial Records Report.
3. Section 423.3 has changes in review responsibility at posts and field offices
4. Section 423.5 contains changes in program responsibilities.
5. Chapter 700 is cancelled and some of the information is in 2 FAM 833.

**NOTE:** Officers are reminded that Department-issued materials not codified directly or by approved reference in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1110).

##### FILING INSTRUCTIONS:

1. Remove and destroy Subchapters 410 and 420 issued under TL:IM-19, 10-30-95 (8 pages) and replace with the attached Subchapters 410 and 420 (15 pages).
2. Remove and destroy Chapter 700 issued under TLs: CR-99, 10-4-78, CR-104, 3-14-79, and CR-120, 5-10-82 (35 pages) and replace with the attached Chapter 700 Unassigned (1 pages).

3. Insert this Transmittal Letter immediately following the Transmittal Letter Checklist, and initial the entry for IM-22.

**DISTRIBUTION NOTICE**

1. All posts and offices receiving the Foreign Affairs Manual/Handbooks are responsible for maintaining them on a current basis [see 2 FAM Section 111.5], and for ensuring that all copies (including binders) are either retained or returned to A/IM/CST/MMS/DIR if no longer needed.

2. The Foreign Affairs Manual (unclassified) and Handbooks are also being issued internally in CD-ROM format. For information on this program, please contact the INFOEXPRESS Coordinator, A/IM/CST/MMS/CB directly. The Coordinator is located in Room 1851 Main State; FAX (202) 647-0016 or E-Mail via DOSNET: INFOEXPRESS. Public inquires should also be addressed to A/IM/CST/MMS/CB.

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4. Use KFAM and AINF TAGS on all communications. Direct questions concerning issuance, validity, and updating to A/IM/CST/MMS/DIR. Direct questions concerning substance and interpretations to A/IM/IAP/RG.

**(A/IM/IAP/RG)**